



SECURITY INFORMATION

While you are a CDG/AAF Fellow on the USAASC TDA – contact Aaron Pelzer or Sue Evans if you need a security verification letter to attend a meeting. Please allow at least five (5) work days before the meeting.





SECURITY MANAGERS

Fort Belvoir, U.S. Acquisition Support Center, ATTN: Aaron G. Pelzer, 9900
Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060-5567

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Dewight S. Wills (Alternate)
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dewight.s.wills@us.army.mil

Crystal City, Pentagon, U.S. Army Acquisition Support Center Liaison,
ATTN: Sue Evans, 2511 Jefferson Davis Highway, Suite 10352, Arlington,
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Sue Evans
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FAX DSN 664-8118
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Government Travel Charge Card AGENCY PROGRAM COORDINATOR (APC)

CDG/AAF APC:

Dewight S. Wills

DSN 655-3006

Commercial (703) 805-3006

Commercial FAX (703) 805-2209

Alternate APC & CDG/AAF Located in Crystal City Area:

Sue Evans

DSN 664-7238

Commercial (703) 604-7238

Commercial FAX (703) 604-8118

Citibank: 1-800-200-7056

www.cards.citidirect.com





IMPORTANT TRAVEL CARD FACTS

Government Travel Charge (GTC) card will be used for official travel **AWAY** from official duty station. Official travel is defined as having official travel orders.

Call Citibank or your APC before going on travel to ensure your card is activated.

This is a **CHARGE** card, **NOT** a credit card, and all non-disputed charges must be paid in full by the due date.

Non-receipt of reimbursement is **NOT** a reason for non-payment of your bill.

By using the card you agree to pay in full when the bill is due.

Personal use of the card can result in loss of the card and your clearance.





TRAVEL CARD INFORMATION

If there is a charge on the bill that is in question, and you wish to dispute the charge, you **MUST** contact Citibank, the merchant, and your APC within 60 days of receiving the bill. At day 61, you may **NOT** file a dispute claim.

ONLY the government employee whose name appears on the card may use it. No family members, friends, etc. The government employee is responsible for his/her card!

You **CANNOT** use your government travel card for excess (overweight) personal baggage, movie rentals, grocery store, call girl, escort service, massage, purchase of car, furs, furniture, veterinary bills, house payment or any other personal use.





TRAVEL CARD INFORMATION

You **CAN** use your card for hotel, food, airplane, excess (government) baggage, registration or conference fee, internet hook up, ATM fees, car rental, and gas for your rental car. If your luggage is lost or misrouted and you have no clothes other than the ones you are wearing, you may use the card at a clothing store to purchase clothes to include under clothes. However, you may not claim the clothing purchase on your voucher. There is a \$250 limit for such purchases.

If you are required to make a deposit to hold an apartment when coming to the DC area you can use the travel card. This **must** be authorized on your orders. Deposits are usually reimbursed upon departure. If you have received reimbursement the deposit **must** be returned to your GTC.

IF YOU CAN'T CLAIM THE ITEM FOR REIMBURSEMENT ON YOUR VOUCHER, YOU CAN'T USE THE CARD TO CHARGE IT.





TRAVEL VOUCHERS

File your travel voucher using the Defense Travel System (DTS), if available, or DD Form 1351-2 within 5 days of returning from travel, or every 30 days if you are on continuous travel. You **must** use split disbursement.

Keep your receipts for all transactions made on your travel charge card, total the receipts, and enter that amount in the split disbursement line.

If your orders authorize registration or conference fees, internet hook up or local travel you may charge them to your travel card.

Attach a copy of your travel orders, your airline ticket, and hotel receipts into DTS or with your DD Form 1351-2.





CITIBANK POLICIES & INFORMATION

CITIBANK has a No Stranded Policy

If you forgot to activate your card or you have reached the charge limit, call the number on the back of the card. **1.800.200.7056**

If your card has been declined for food, lodging, or car rental, Citibank will activate if the following **three** conditions exist:

- 1 - It must be after 9pm
- 2 - you are over 75 miles from your duty station,
- 3 - if account is in good standing.

If you move, call Citibank and report the change of address. Non-receipt of an expected bill is not a reason for non-payment.

